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ABSTRACT

Conducting research in the field of public health care policy requires the use of many different materials in the library. This guide provides a bibliography of useful tools as well as a basic strategy to follow when researching a topic. The following tools are included in the guide: indexes and abstracts; books; statistics; government documents; legal materials--United States; and legal materials--New Mexico. Under each section, there is a description of the tool and an annotated listing of specific examples in that category. This annotation includes publication information and scope of the source. There are 73 sources of public health care policy listed in all. (JLB)

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How to Do Library Research in

NEW MEXICO STATE UNIVERSITY
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ED 365 352

Public Health Care Policy

No. 21, Summer 1993

Karen George and
Karen Stabler, Compilers

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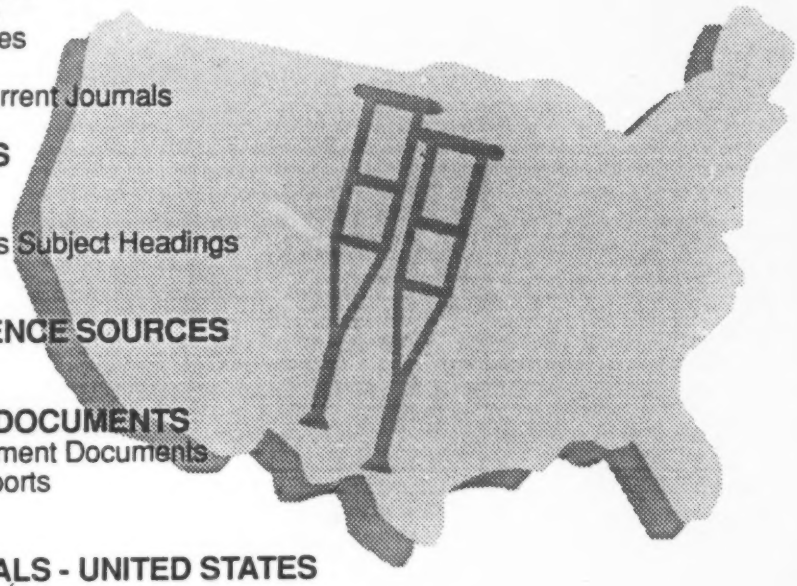

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How To Do Library Research in Public Health Care Policy

Conducting research in the field of public health care policy requires the use of many different materials in the library. This guide provides a bibliography of useful tools as well as a basic strategy to follow when researching a topic.

Finding Journal Articles

Journals are the best source for current information on a topic. This is especially important if an area of study is new, currently being investigated, or subject to frequent change. If there is a list of references following a journal article it might provide leads to further sources.

Indexes and Abstracts

Journal articles on a specific subject can be identified through the use of a general or specialized index. Some indexes include abstracts (summaries) of articles. The library subscribes to indexes in print format and on CD-ROM. The library cannot subscribe to all of the journals in these indexes; a list of journals to which the library does subscribe accompanies most of the indexes on the index and CD-ROM tables.

Printed Indexes

Indexes or abstracts in printed form give subject and/or author access to journal articles. Some of the indexes are located on tables in the reference area; others can be found in the reference stacks by call number. The following indexes list references to journal articles in the field of public health care policy.

➢ *Cumulative Index to Nursing & Allied Health Literature.* Glendale: Glendale Adventist Medical Center, 1977 - .

Bimonthly. Indexes journal articles on psychiatric nursing and on psychology as it applies to nursing and allied health fields.

➢ *Index Medicus and Cumulated Index Medicus.* Washington: U.S. Dept. of Health and Human Services, 1960 - .

Index Medicus comes out monthly and is replaced at the end of each year by *Cumulated ndex Medicus*, which consists of many volumes of author and subject indexes. Volume one is medical subject headings. Because these headings do not change frequently, and because the subject index does not always give adequate cross-references, volume one should be consulted. The *List of Journals Indexed in Index Medicus* gives journal abbreviations, classifies journals by broad subject areas, and lists journals by country of publication.

➢ *PAIS International in Print.* New York: Public Affairs Information Service, 1991 - .

Subject index to periodicals, pamphlets, some books, and some U.S. and foreign govern ment publications.

➢ *Social Sciences Index.* Bronx: Wilson, 1979 - .

Quarterly with annual cumulations. Similar to *Readers' Guide*, except that it indexes more scholarly journals. Covers all fields of social science including political science. Indexed by subject and author. Title varies: *International Index* (1916-1973); *Social Sciences and Humanities Index* (1965-1973); split into two indexes, the *Social Sciences Index* and the *Humanities Index* (1974 -).

CD-ROM Indexes

CD-ROM databases offer an exciting new approach to the retrieval of citations to journal articles. CD-ROM stands for Compact Disk—Read Only Memory. Several years of an index are stored on a small disk that is read by a laser reader. Through a computer keyboard the user can specify a combination of subject terms in order to find references to articles which contain those terms in their titles, in their abstracts, or as assigned descriptors. CD-ROM offers the potential to search for very specific topics. The following CD-ROM systems may be useful for finding information on public health care policy topics. New products may be added; check the CD-ROM area near the reference desk.

➢ ABI/INFORM

Gives citations and abstracts for articles in business journals. Many of these articles relate to health care, often from a business point of view. Appropriate subjects for this database would be health care policy and health insurance, among others. Updated monthly.

➢ INFOTRAC ACADEMIC INDEX

Provides easy-to-use access to articles in periodicals of a popular nature (*Time, Newsweek*, etc.) as well as some specialized journals such as *Health and Social Work* and *Lancet.* Gives access to stories in the news through references to the *New York Times.* Updated monthly.

➢ PsycLIT

Compiled by the American Psychological Association, this is the electronic version of *Psychological Abstracts*. Contains citations with abstracts to journal articles and book chapters in psychology and the behavioral sciences. International in scope. Topics covered include all aspects of psychology, as well as the behavioral aspects of education, medicine, sociology, law, and management. Provides coverage from 1974 to the present, with quarterly updates.

The *Thesaurus of Psychological Index Terms* may be helpful in suggesting terms to use when researching the psychological aspects of public health care.

➢ CINAHL

Provides citations and abstracts for journal articles which relate to various books, dissertations and conference proceedings since 1983. Includes articles in English for nursing including such subjects as health care industry, health policy, and public policy.

Selected List of Current Journals

The following list is a sample of some of the journals that apply to the field of public health care policy.

JK1 M5	*American Review of Public Administration*
JK1 C65	*Congressional Digest*
(Ref) JK1 C15	*Congressional Quarterly Weekly Report*
JK2403 St29g	*The Journal of State Government*
HV97 M6 A32	*Milbank Memorial Fund Quarterly*
JK1 N28	*National Journal*
H1 P72	*Policy Studies Journal*
H97 P66	*Policy Studies Review*
JK1 P96a	*Public Administration Review*
H35 P33	*Public Choice*
JA1 P83	*The Public Interest*
JS39 P97	*PM, Public Management*
JA3 W37	*The Washington Monthly*
JK1 C65	*Congressional Digest*
JK1 N28	*National Journal*
RA421 A66	*Annual Review of Public Health*
RA8 A22	*Bulletin of the World Health Organization*
HJ9103 G68	*Government Finance Review*
RA410 A1 H36 fiche	*Health Affairs*
RA10.53 H415 fiche	*Health Care Financing Review*
RA410 A1 I58	*Inquiry*
RA395 A3 J68 fiche	*Journal of Health Politics, Policy and Law*
HD5701 J826h	*Journal of Human Resources*
R15 J6	*Journal of the American Medical Association*
R11 N42j	*New England Journal of Medicine*

HA1 R325o	*Review of Economics and Statistics*
RA8 A23	*Technical Report Series (WHO)*
RA8 A18	*World Health*
RA441 W67	*World Health Forum*

Government Documents

HE3.3:v./no.	*Social Security Bulletin* Official publication of the Social Security Administration.
HE20.30:v./no.	*Public Health Reports* Provides a forum for scientific, technical, administrative and analytical articles of interest to the public health profession.
HE20.3559:no.	*Environmental Health Perspectives* Provides communication of scientific information to the understanding of chemically-induced disease.
HE20.3161:v.no.	*Journal of National Cancer Institute* Publishes original observations in laboratory and clinical research in cancer.
HE20.3813:v./no.	*Alcohol Health and Research World* Provides alcohol-related research information.
HE20.4010:v./no.	*FDA Consumer* Encourages compliance with the laws and regulations administered by the FDA on the part of the regulated industries, and provides information about their activities.
HE20.7009:v./no.	*Morbidity and Mortality Weekly Report* Provides provisional information on selected notifiable diseases in the United States and on deaths in selected cities for each week.
HE22.18:v./no.	*Health Care Financing Review* Provides information on health care administration, finance, costs, etc.
L2.6:v./no.	*Monthly Labor Review* Carries articles on labor economics and industrial relations, summaries of studies and reports, and technical notes.

Finding Books

Books are not as current as journal articles but will provide more comprehensive coverage of a subject. Access to the book collection is through the online catalog.

Library of Congress Subject Headings

To determine the appropriate heading(s) for a topic, consult the multi-volume *Library of Congress Subject Headings (LCSH)*. These large red books, located at the reference desk are very useful for suggesting alternate or additional headings to search. UF means "used for" and indicates terms that are not used. BT means "broader term," RT means "related term," SA means "see also," and NT means "narrower term." Suggested subject headings are:

AIDS (Disease)
Health Maintenance Organizations
Insurance - Health
Medicade
Medicare

While Library of Congress subject headings can be very useful in finding books on a topic, the researcher should also explore keyword and Boolean (logical combinations of keywords using **and, or, not**) searching options .

Other Reference Sources

In addition to the tools mentioned above, there are many other helpful reference sources. The following resources may be particularly helpful for the study of public health care policy.

Statistics

➢ HE20.6209/3:no.

Advance Data. Washington: GPO.

Subjects vary. Materials arise from the results of the National Health Interview Survey.

➢ Z7554 U5 A46
American Statistics Index. Washington: Congressional Information Service, 1973 - .

Annual (monthly supplement). An index to all federal government publications which contain significant statistical data. Indexed by subject and name, title, agency report number, and categories (geographic, economic, standard classification systems, etc.). Library owns 1980 - .

➢ J87 N6 F201.81 H43

Brook, Kathleen, Boberg, Kevin, and Linda Riley. *Health Insurance Coverage in New Mexico*. Las Cruces: Center for Business Research and Services, 1991.

➢ HE20.6209/4:yr. (annual)

Current Estimates from the National Health Interview Survey. Washington: GPO.

Presents estimates of acute conditions, episodes of persons injured, restriction in activity, prevalence of chronic conditions, limitation of activity due to chronic conditions, respondent-assessed health status and the use of medical services. Estimates are presented in detailed tables.

➢ HE20.6209/5:yr. (annual)

Disability Days, U.S. Washington: GPO.

Presents statistics on the number of days of restricted activity and bed disability per person per year, days lost from work for currently employed persons 18-64, and days lost from school per child 5-17.

➢ HE20.6209:11/no.

Health Examination Survey Statistics. Washington: GPO.

Data from the direct examination, testing and measurement of national samples of the population of the U.S., including the medically defined prevalence of specific diseases and distributions of the population with respect to various physical and physiological measurements.

➢ HE20.6209:10/no.

Health Interview Survey Statistics. Washington: GPO.

Statistics of illness, accidental injuries, disability, use of hospital, medical, dental, and other services, and other health related topics.

➢ HE20.6209:12/no.

Health Records Survey Statistics. Washington: GPO.

Reports on the health characteristics of persons in institutions, and on hospital, medical nursing, and personal care received, based on national samples of establishments providing these services.

➢ HE20.6209:14/no.

Health Resources Data: Manpower and Facilities. Washington: GPO.

Statistics on the numbers, geographic distribution, and characteristics of health resources which include physicians, dentists, nurses, other health manpower occupations, hospitals, nursing homes, and outpatient and other inpatient facilities.

➢ HE20.6223:yr. (annual)

Health, United States. Washington: GPO.

Reports on the health status of the nation. Divided into two parts: first, a chartbook on minority health consisting of 33 charts and text; second, 134 detailed tables which show continuing trends in health statistics.

➢ HE20.6209:13/no.

Hospital Discharge Survey Statistics. Washington: GPO
Statistics relating to discharged patients in short-stay hospitals.

➢ HE20.6209/8:yr.

Inpatient Utilization of Short-Stay Hospitals by Diagnosis, United States. Washington: GPO.

Provides statistics on the utilization of non-federal short-stay hospitals.

➢ HE20.6217:v./no.

Monthly Vital Statistics. Washington: GPO.

Provides advance data on natality, mortality, marriage, divorce and other topics.

➢ HE20.6209:21/no.

Natality Data. Washington: GPO.

Data on birth by age of mother, birth order, and geographic areas, states and cities.

➢ HE20.6209/4-3:yr..

National Health Interview Survey. Washington: GPO.

On CD-ROM. One of the oldest health surveys, provides information on the health of residents, civilian non-institutionalized population.

➢ HE20.6209/7:yr.

National Hospital Discharge Survey: Annual Summary. Washington: GPO.

Provides statistics on the utilization of non-federal short-stay hospitals.

➢ J87 N6 H204.15 V83

New Mexico Epidemilogy Report. Santa Fe: New Mexico, Office of the Chief Medical Officer, 1983 - .

Issued monthly, bound annually. Continues the *New Mexico Communicable Disease Summary*, issued from 1953-1982. The library's holdings date from 1962. Recent issues are in the periodicals area.

➢ J87 N6 H204.15 V83

New Mexico Health Statistics. Santa Fe: New Mexico Dept. of Health, Public Health Division, Office of Vital Records and Health Statistics, 1992 - .

Monthly. Recent issues are in the periodicals area. Continues *New Mexico Monthly Vital Statistics Reports* , issued from 1972-1991.

➢ J87 N6 H204.1 H43

New Mexico Selected Health Statistics: Annual Report. Santa Fe: New Mexico Health and Environment Dept., 1990.

Statistics on natality, mortality, and communicable diseases in New Mexico. Also includes county health profiles.

➢ C3.134:yr.

Statistical Abstract of the United States. Washington: U.S. Dept. of Commerce, Bureau of the Census, 1879 - .

A single volume giving quantitative summary statistics on the political, social, and economic organization of the United States. References given for the sources of all tables. Statistics given cover a period of several years, usually 15 or 20. Latest edition at reference desks and Government Documents.

➢ HE20.6209/6:yr.

Surgical and Nonsurgical Procedures in Short-Stay Hospitals United States. Washington: GPO.

Statistics are presented on the number and rate of procedures performed by inpatients in non-federal short-stay hospitals and hospital characteristics.

➢ HE20.6210:v./no.

Vital Statistics of the United States. Washington: GPO.

Detailed and comprehensive report on U.S. vital statistics. Comprised of three volumes: v.1, natality statistics, v.2, mortality statistics and v.3, marriage and divorce statistics.

Government Documents

The U.S. government publishes much information that may be of use in the study of public health care policy. The way to locate a particular document or information on a subject is to use the *Monthly Catalog of United States Government Publications,* GPO on CD-ROM, or one of several indexes lavailable for searching documents .

Government documents do not have the same type of call number as other materials in the library. They are organized by the Superintendent of Documents (SuDoc) classification system. The first letters in the call number represent the issuing agency.

Indexes to Government Documents

➢ GPO

GPO is a CD-ROM database that lists publications by the U.S. Government Printing Office from 1976 to the present. The user can type in title, agency, subject, or a combination of subject terms and retrieve a listing of titles and SuDoc numbers of documents . Issued bimonthly.

➢ KF49 C62

CIS Index

The CIS Index is used to identify, evaluate and obtain information contained in the United States Congresses working papers. It covers hearings, prints, documents, reports and special publications. The set is a monthly publication which is cumulated annually.

Congressional Reports

➢ Y4.F49:S.hrg. 100-1024 (microfiche)

Children's Primary Care and Chronic Health Care Issues: Hearings before the Committee on Finance, United States Senate, 100th Congress, 2nd Session, May 24 and 26, 1988. Washington: GPO.

➢ Y4.F49:S.hrg. 102-462 (microfiche)

Comprehensive Reform of the Health Care System: Hearings before the Subcommittee on Health for Families and the Uninsured of the Committee on Finance, United States Senate, 102nd Congress, 1st Session, on S. 1227 and S. 1669, September 23 and 30, 1991. Washington: GPO.

➢ Y4.L11/4:S.hrg. 102-38 (microfiche)

The Health Care Crisis and the American Family: Hearing before the Committee on Labor and Human Resources, United States Senate, 102nd Congress, First Session, January 10, 1991. Washington: GPO.

➢ Y4.Ag4/2:G28/3 (microfiche)

Health Care for all Generations: A Briefing. Washington: GPO, 1992.

➢ Y4.Ag4/2:H34/42 (microfiche)

Health Care in the 21st Century: Who will be There to Care?: A Report. Washington: GPO, 1989.

➢ Y4.Ag4/2:H34/52 (microfiche)

Health Care Reform: Hearing before the Subcommittee on Housing and Consumer Interests of the Select Committee on Aging, House of Representatives, 102nd Congress, 2nd Session, March 9, 1992, Ewing Township, NJ. Washington: GPO.

➢ Y4.Ag4/2:Un3/5 (microfiche)

The Need for U.S. Health Reform: Uninsured and Chronically Ill Americans: Joint Hearing before the Select Committee on Aging and the Subcommittee on Health and Long-Term Care of the Select Committee on Aging, House of Representatives, 102nd Congress, 2nd Session, February 6, 1992. Washington: GPO.

➢ Y4.W36:102-89 (microfiche)

President's Proposals on Health Care Reform and the Fiscal Year 1993 Health and Human Services Budget: Hearings before the Committee on Ways and Means, House of Representatives, 102nd Congress, 2nd Session, February 20; March 3, 4, and 5, 1992. Washington: GPO.

➢ Y4.F49:S.hrg. 102-168 (microfiche)

Reform of the Health Care System: Hearing before the Subcommittee on Health for Families and the Uninsured of the Committee on Finance, United States Senate, 102nd Congress, 1st Session, February 25, 1991. Washington: GPO.

Agency Reports

➢ HE20.6512/6:B56

Access to Medical Care for Black Americans with an Episode of Illness. Washington: GPO, 1991.

➢ HE20.6509:L85

Annotated Bibliography: Long-Term Care Studies. Washington: GPO, 1991.

➢ HE20.6502:AC7/4 (microfiche)

Community-Based Care of Persons with AIDS: Developing a Research Agenda: AHCPR Conference Proceedings, Minneapolis, Minnesota, August 15-16, 1989. Washington: GPO, 1990.

➢ HE20.6502:R31/3

Conference Proceedings: Primary Care Research: An Agenda for the 90s. Washington: GPO, 1990.

➢ HE20.6502:R88/2

Delivering Essential Health Care Services in Rural Areas: An Analysis of Alternative Models. Washington: GPO, 1991.

➢ HE20.6502:C43/2

Insuring the Children: A Decade of Change. Washington: GPO, 1991.

➢ HE20.6502:W89

Mandating Health Coverage for Working Americans. Washington: GPO, 1990.

➢ HE20.6512/6:M46/9

Medical Treatment Effectiveness Research: A View from Inside the Agency for Health Care Policy and Research. Washington: GPO, 1991.

➢ HE20.6517/3:4

National Medical Expenditure Survey: Questionnaires and Data Collection Methods for the Medical Provider Survey: Methods 4. Washington: GPO, 1992.

➢ HE20.6502:N93/2

Nursing Shortage in the Hospital Sector, 1982-87: A Background Paper. Washington: GPO, 1989.

➢ HE20.6502:R31/6

Progress of Research on Outcomes of Health Care Services and Procedures: Report to Congress. Washington: GPO, 1991.

➢ HE20.6512/6:R88/2

Rural Health Care: The Future of the Hospital. Washington: GPO, 1990.

➢ HE20.6502:R88

Rural Health Care Research: Impacting Vulnerable Populations. Washington: GPO, 1991.

➢ J87 N6 H201.81 H43/2

State of New Mexico/AARP Health Care Survey, 1990. Albuquerque: University of New Mexico, Dept. of Mathematics and Statistics, 1990.

Covers the results of a joint survey of the New Mexico Health and Environment Dept. and the American Association of Retired Persons. Provides information on health behavior and risk, health care costs, demographic factors, and family status of citizens 55 years or older.

➢ HE20.6502:EL2/3

Tracing the Elderly through the Health Care System: An Update. Washington: GPO, 1991.

➢ GA1.13:HRD-91-102 (microfiche)

U.S. Health Care Spending Trends, Contributing Factors, and Proposals for Reform: Report to the Chairman, Committee on Ways and Means, House of Representatives. Washington: GPO, 1991.

➢ Y3.T22/2:2R88

Defining "Rural" Areas: Impact on Health Care Policy and Research. Washington: GPO, 1989.

➢ J87 N6 H206.18 H43 1986

New Mexico State Health Plan, 1986-1990. Santa Fe: New Mexico Statewide Health Coordinating Council, 1986.

Includes the plan for health care needs for the citizens of New Mexico.

Legal Materials - United States

Statutory Law

➢ Y1.4/1 - Y1.4/9

Congressional Bills and Resolutions. Washington: GPO, 96th Congress - .

The Government Printing Office currently issues bills on microfiche. These bills are indexed in the *CIS Index* (KF49 C62). A summary of the bill can be found in the *Digest of Public General Bills and Resolutions*. (LC14.6:Congress/Session)

➢ AE2.110:Congress/no.

Slip Laws. Washington: GPO.

Before the laws are available in the *Statutes at Large*, they are issued as slip laws. Includes the text of the law, its *Statutes at Large* number, and its legislative history.

➢ KF62 1982 A2

United States Code. Washington: GPO, 1983 - .

Codified law is presented in subject order with annual pocket pages updating each volume. Annotations include historical notes and cross-references.

➢ KF50 U54

United States Statutes at Large. Washington: Administrator of General Services by the Office of the Federal Register, National Archives and Records Service, 1937 - .

Annual. Published at the end of each session of Congress since 1789, includes public and private laws, reorganization plans, and congressional resolutions and proclamations .

Administrative Regulations

➢ AE2.106/3:title/pt.

Code of Federal Regulations. Washington: GPO, current year and two preceding years.

Includes agency regulations which have the force of law. Arranged by separate volumes (titles) each with its own index.

➢ AE2.106:

Federal Register. Washington: GPO.

Changes and proposed regulations first appear in this work. These regulations are indexed in the *CIS Federal Register Index* .

Courts

➢ KF101.1 D5

Digest of United States Supreme Court Reports. Lawyer's ed. Rochester: Lawyer's Cooperative, 1948 - .

Indexes to court cases of the U.S. Supreme Court. These are cross-references to *American Law Reports Annotated.* Includes a Table of Cases, court rules, and citator information referring to modification of a point of law.

➢ KF101 A2

United States Reports. New York: Banks & Bros., Law Pub., 1984 - .

Bound volumes are issued during each court term and include full text of all decisions. Prior to issuing the bound volume the decisions are either issued as Slip opinions and are in pamphlet form in government documents or are available in the *United States Law Wee*

Legal Materials - New Mexico

Statutory Law

➢ J87 N6 A400.34

House Concurrent Resolutions, Legislature, State of New Mexico. Santa Fe: New Mexico Legislature. House of Representatives.

➢ J87 N6 C801.31

Laws of the State of New Mexico. Charlottesville: Michie, 1913 - .

An annual cumulation of laws passed for each session. Laws are arranged by chapters.

➢ *Legislative Bills.* Santa Fe: New Mexico Legislature, 1971 - .

Current house and state bills are available in looseleaf form. They are indexed in the *Bill Locator.* Older bills are shelved; the call number is J87 N6 A400.34.

➢ J87 N6 B261.31 1978

New Mexico Statutes Annotated 1978. Charlottesville: Michie, 1982 - .

Annual. Codified law is presented in subject order with annual pocket pages updating each volume. Annotations include historical notes, cross-references, constitutional provisions, and notes of decisions.

Courts

➢ KFN3657 N48

New Mexico Digest. St. Paul: West, 1948.

Index to court cases arising from New Mexico reported in *New Mexico Reports*, *Pacific Reporter*, *U.S. Reports*, and federal courts.

➢ J87 N6 BIO1.81 C33 vol.year

New Mexico Supreme Court. *Report of Cases Determined in the Supreme Court and Court of Appeals of the State of New Mexico.* St Paul: West, 1912 - . vol. 20 - .

Commonly called *New Mexico Reports*. The index for this set is the *New Mexico Digest* .